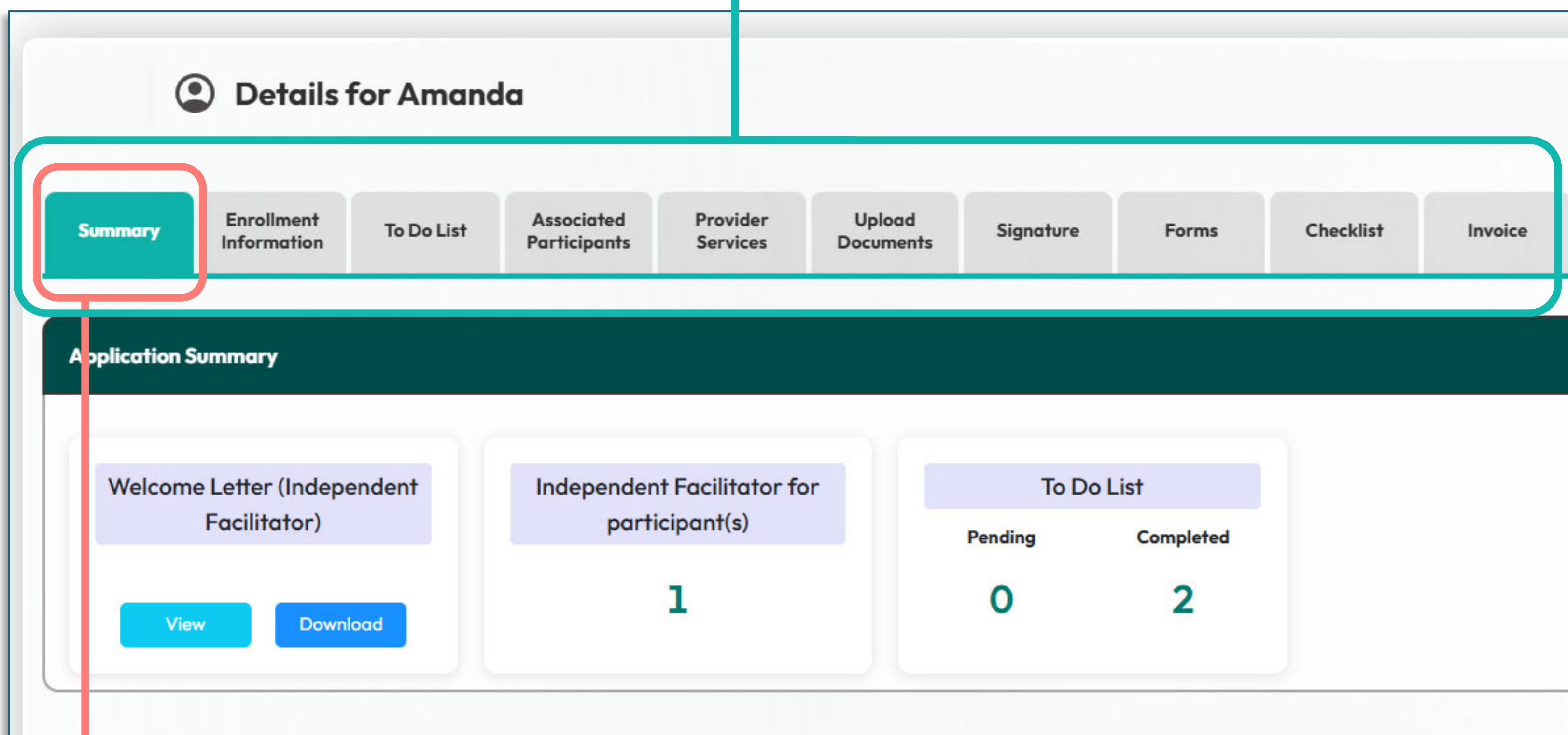
PPL@Home Navigation for Independent Facilitators

Walk-Me Guide | California SDP

Your PPL@Home profile is organized into tabs. Each tab has unique information to help you find your essential tasks as an Independent Facilitator.



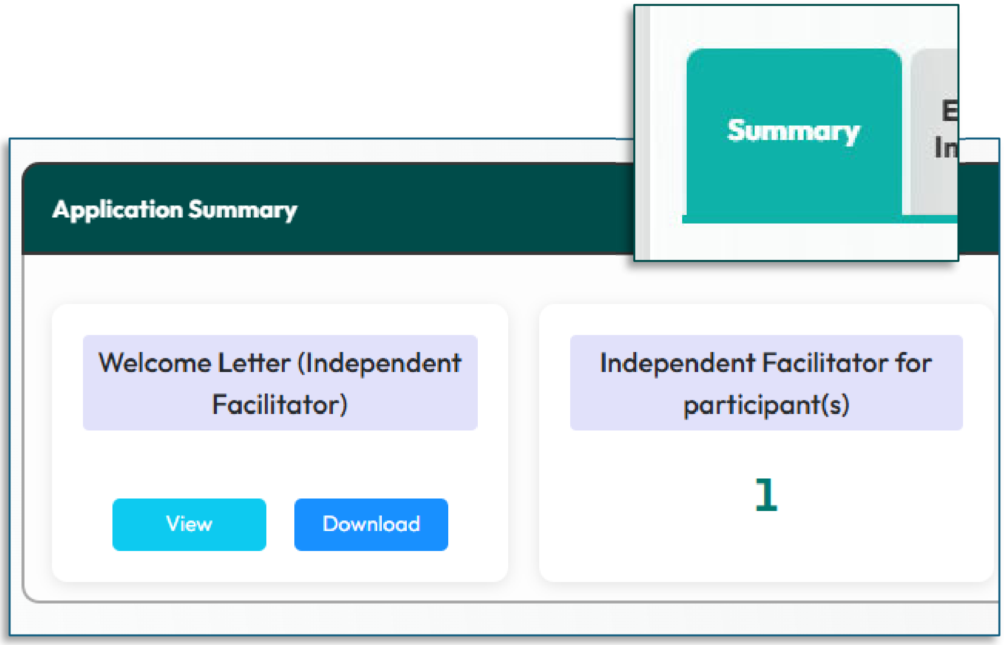
After logging in, you will see your Summary tab. This is your home page for PPL@Home.

Summary

Shows you general information about your account.

What can I find and do here?

- View Welcome Letter
- Shows the number of Participants you are working with as an IF
- To Do list tracker

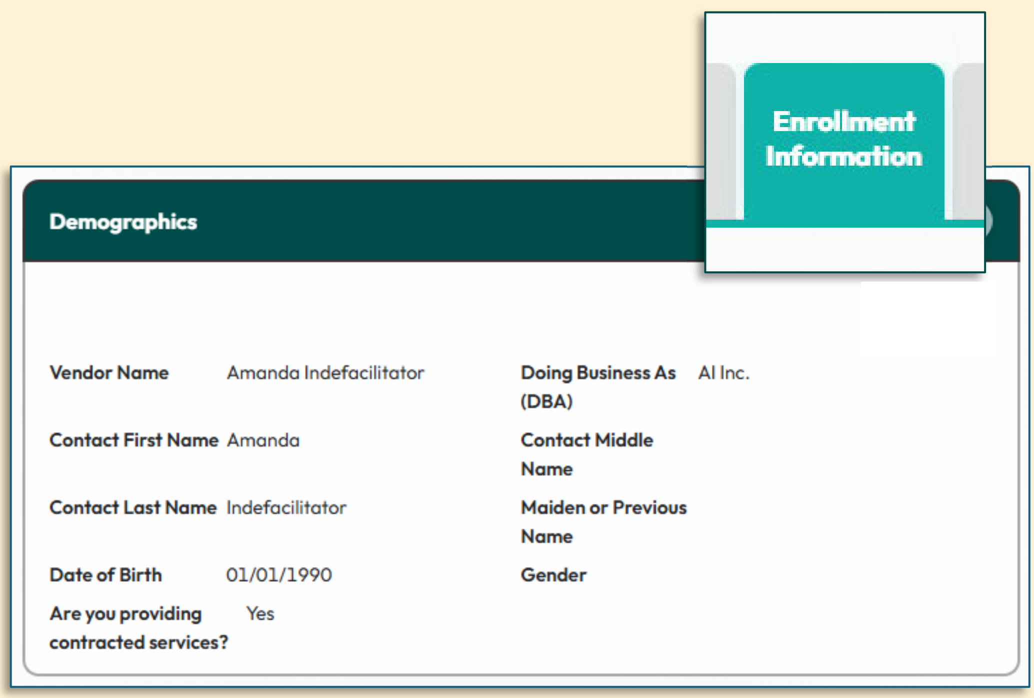


Enrollment Information

Shows demographic and unique information about you.

What can I find and do here?

- PPL ID
- Information about you
- Contact/ communication Details
- Payment method

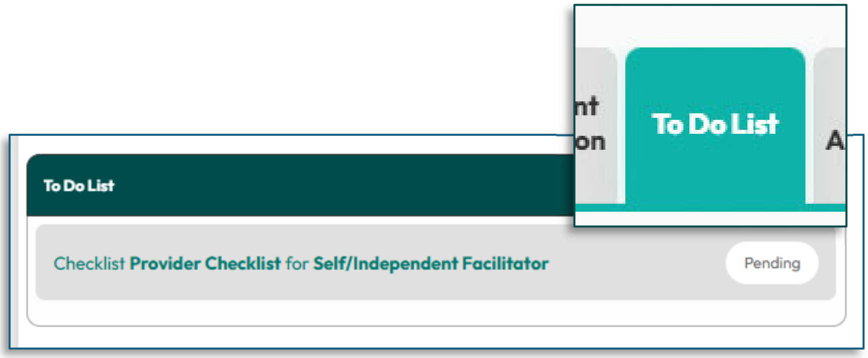


To Do List

Shows the status of any required forms, documents, or actions you must complete.

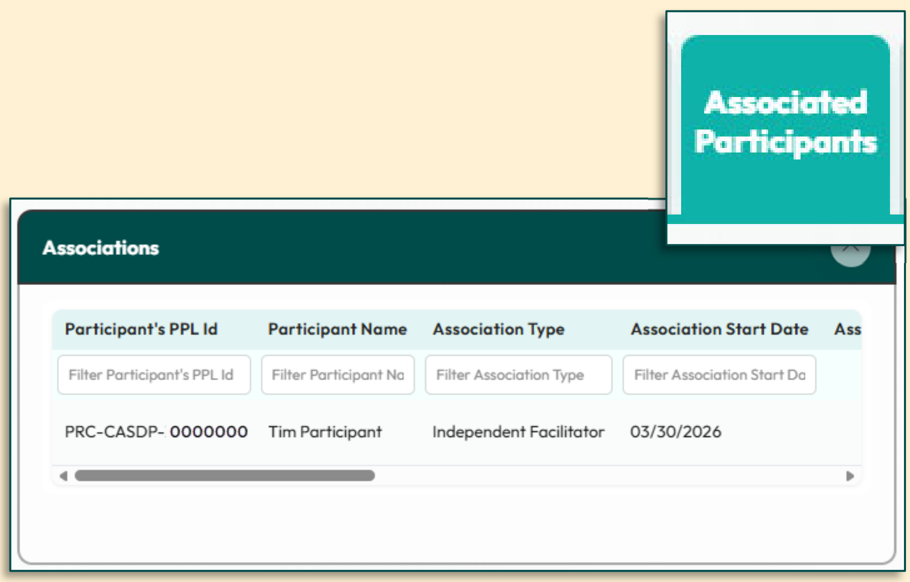
What can I find and do here?

- Required forms you need to finish
- Completed items are removed from the To Do List



Any "Pending" forms in the **'To Do List'** tab can be found in your **'Forms'** tab. Pending items may also mean your participant must complete a joint form before it is complete, or that PPL is verifying submitted information.

Associated Participants



Lists all participants you are working with as an IF.

What can I find and do here?

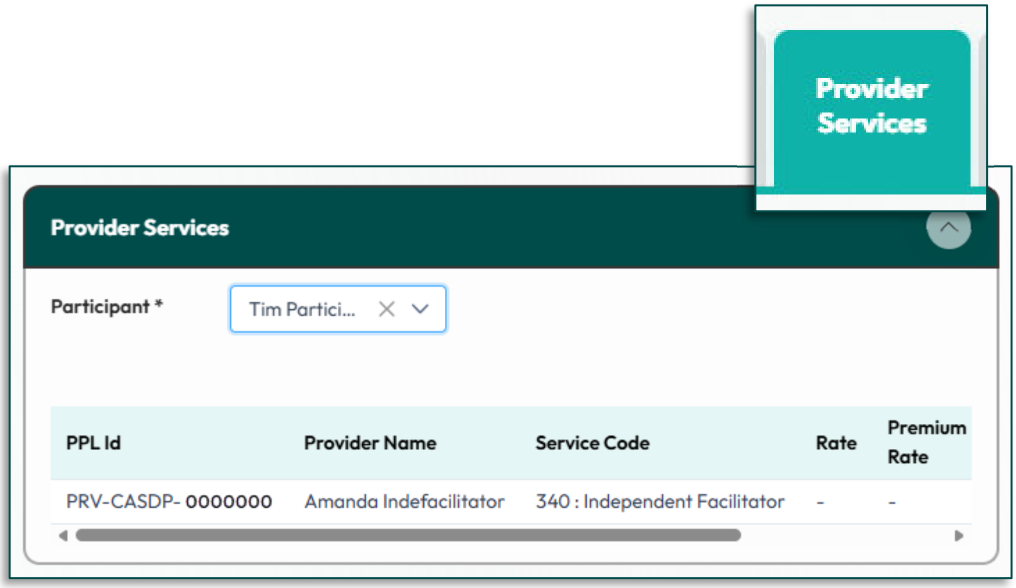
- View details of each participant

Provider Services

Shows all approved services you can perform for each participant.

What can I find and do here?

- View approved services you can perform
- View your rates for services

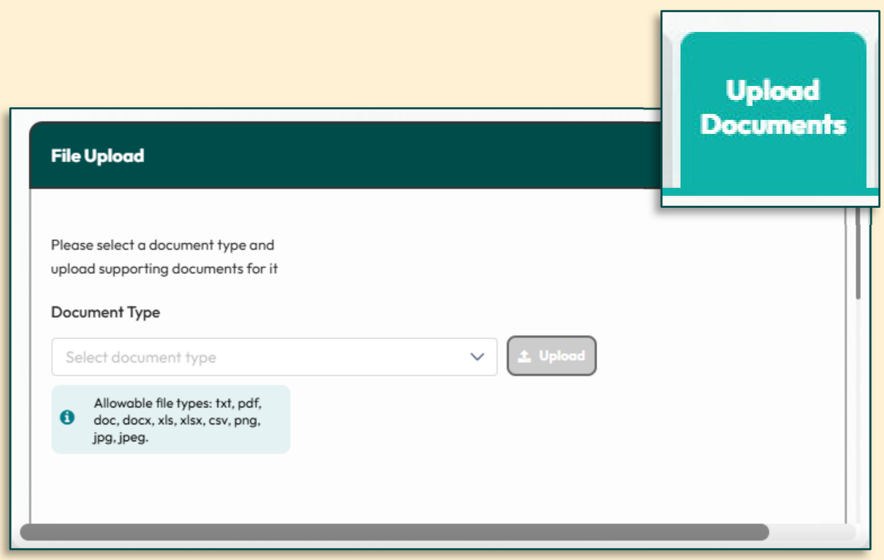


Upload Documents

Upload any required documents. Choose the document type from the drop down, then click Upload. Then you can choose the document you would like to add.

What can I find and do here?

- Upload required documents and forms



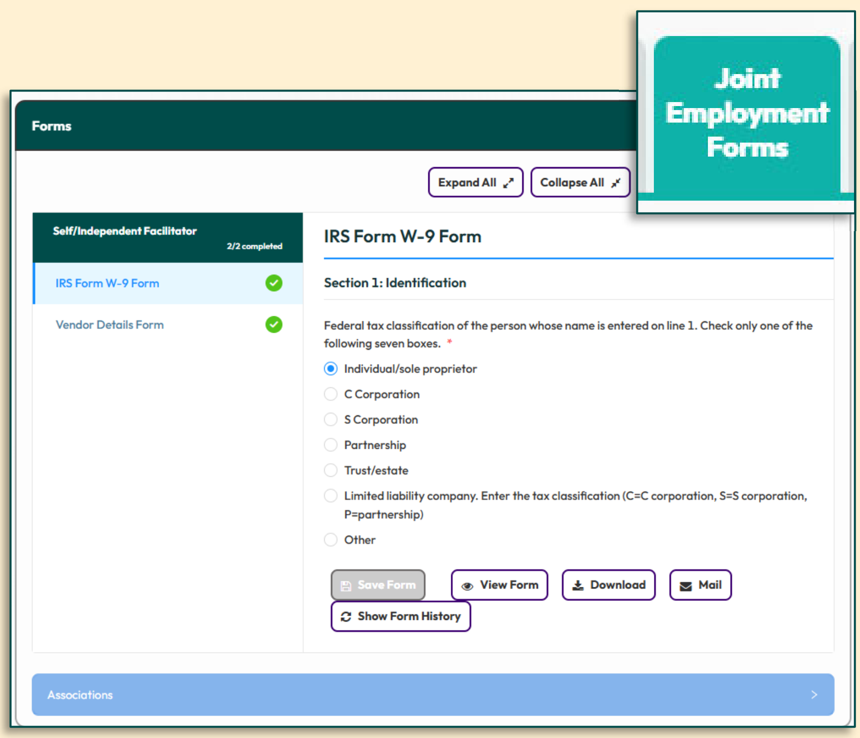
Signature

View or edit your electronic signature. You can edit your signature by clicking the Edit button.

What can I find and do here?

- Create an electronic signature for required forms

Forms



Holds all forms required to complete enrollment, begin providing services and receive payment.

What can I find and do here?

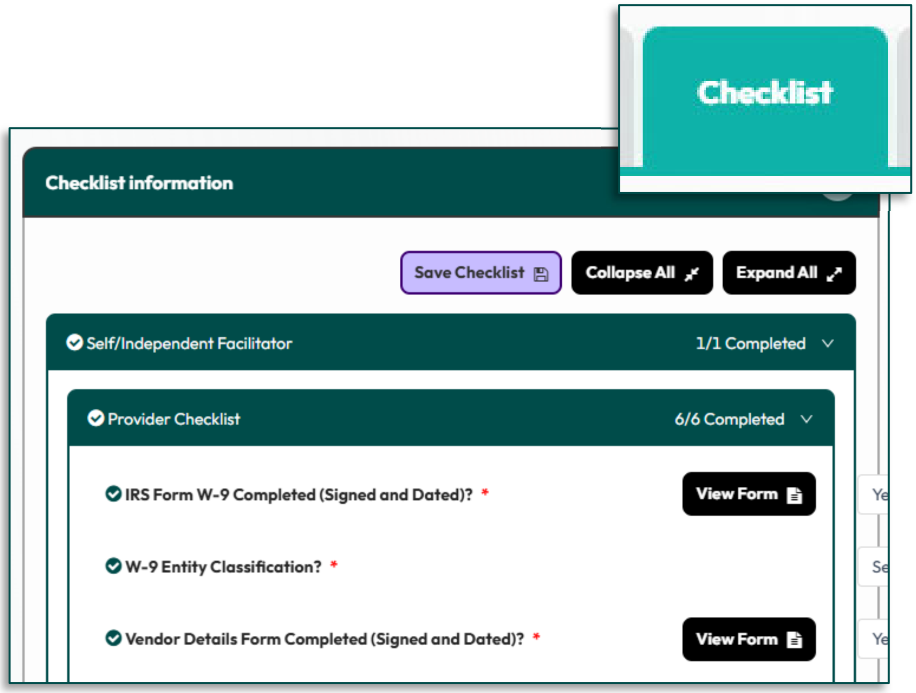
- View and complete tax forms
- Choose your payment method
- Electronically notate and sign all forms for one or more participants you are working with as an IF

Checklist

View all required information related to your role.

What can I find and do here?

- View the status of your forms
- Ensure required documents are complete

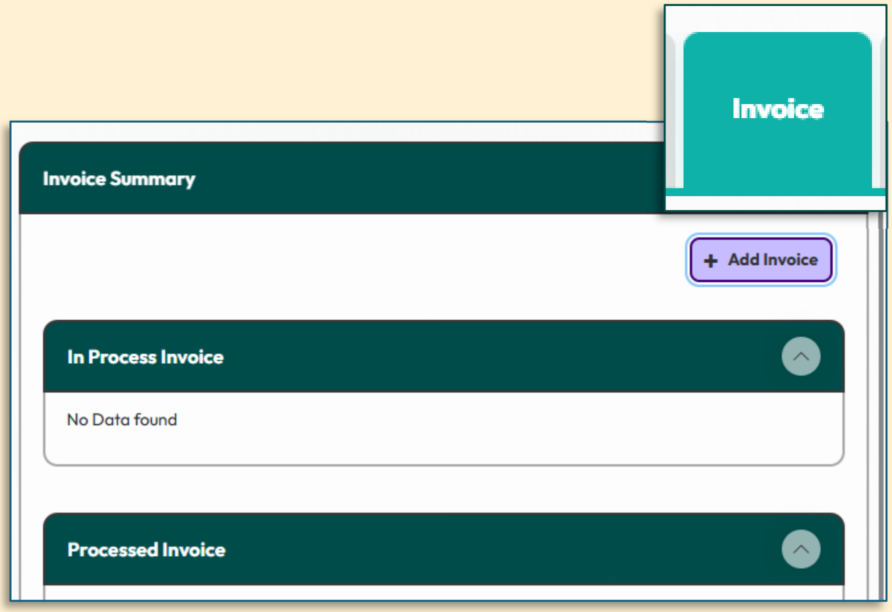


Invoice

View and submit invoices.

What can I find and do here?

- View submitted invoices
- Add new invoices
- View processed and paid invoices



Call or email your Support Broker or Enrollment Specialist if you have any questions.

YOUR LIFE
YOUR CARE
YOUR PEOPLE